

PMM

CODIB-ISC-D-1
25 November 1958

MEMORANDUM FOR: CODIB Working Group on the Intelligence Subject Code.

SUBJECT : Issuance of First Draft Revision of the ISC and Proposed January Meeting.

1. It is planned to issue the first draft revision of the ISC to the Working Group members in late December or early January. This first draft will be complete as to subject inclusion and arrangement. It will not contain the code structure, the alphabetic index, or an instruction manual because the time spent in adding these additional features would not be worthwhile if much revision is necessary after review by the CODIB Working Group members. Cross references will be indicated, but formal cross referencing cannot be attempted until the codes have been added (see paragraph 2c below).
2. After allowing sufficient time for study of the first draft, we propose to call a meeting of only the Working Group members in late January to discuss the following:
 - a. General impression of the first draft revision.
 - b. Time schedule for review of the revision by Working Group member agencies and publication of an approved edition.
 - c. Proposed alpha-numeric code scheme in place of all numeric code scheme used in the present ISC. The ISC revisers are convinced that an alpha-numeric code scheme is highly desirable in order to increase flexibility and to allow for later expansion.
 - d. The proposal that a preliminary simple alphabetic index be issued simultaneously with the final revised ISC in order to hasten the initial publication of the ISC and also to gain experience in using the revision before compiling a detailed index.
 - e. The need for and/or arrangement of such subjects as biography, maps, photos, directories, etc., which are not covered in this first draft of the revision.

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Chairman

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